

# Ustinov College GCR Exec Meeting Minutes



18:00pm, 30/4/19

1. Apologies: VB, AS, AMH, KL  
Present: TP, SL, EJ, MR, JO

2. Approval of minutes from last meeting. .

All minutes from March need approval; a couple of sets from April need approval (I believe...?) *SL will get April's minutes from AS, and edit the minutes from March so that the updated versions can be uploaded to the GCR website.*

3. Matters arising from previous minutes.

(I haven't gotten hold of the minutes from earlier in April so I don't know if we have any matters arising/what they are – I'll fill these in when I come to edit the minutes). **[ALASTAIR AND JAMES: feel free to fill this in if you have them 😊 ]**

4. Agenda Items:

[TP] - Board games for Keenan house. I have been asked by Lana whether the GCR can purchase some board games for Keenan house. The initial list of games suggested was:

- Jenga
- Uno
- Snakes and ladders
- Dobble
- Monopoly
- Scrabble
- Candy Land
- Zingo
- Apples to Apples
- Taboo
- The Sneaky Snacky Squirrel Game
- Magnetic building blocks set
- Risk
- Catan

However this full list would come to ~£240. I am therefore going to propose budget of £150 for board game at Keenan which will allow a selection of the games to be

purchased for Keenan. We could also send across some of the less well used games from the bar. Revised list:

Jenga  
Uno  
Snakes and ladders  
Dobble"  
Scrabble  
Zingo  
Taboo  
The Sneaky Snacky Squirrel Game  
Magnetic building blocks set

Which would come to ~£130. This selection is flexible and could be expanded in the future, however I would be concerned about expensive games with lots of pieces to lose going up there. ***MR notes that we should consult Lana about this list to check that she's happy with it, and give Keenan a say in which games they'd prefer. EJ agrees, and adds that a lot of the underused games here can be given to Keenan. Budget will be increased to £140 to allow for some flexibility in purchasing. Lana knows she can't get the money for all the games, so this is okay with her. She provided us with the initial list, so passing this allows us to provide some of what she has requested. EJ suggests approving a specific budget, as we did for the Games Society. TP notes that we're ultimately the ones who end up buying them, but will consult with Lana about this. Motion to pass a budget of up to £140 for this purpose – passed unanimously.***

- Beamish Decoration pricing - We have two options for decorating the hall at

Beamish:

Silver Package

a. Fishbowls or hurricane vase with décor

b. Lantern

All with a mirror plate

£3.00 per head

Adding light curtain with ivy & lights or voile pillars with lights £200

Gold Package

Chair covers and sash

Winter Garden Light curtain and pillars decorated with ivy & lights or voile and lights.

Cinematic sign "Your choice of wording # Beamish hall"

With a choice of Table centres from the collection below:

a, Fishbowls or hurricane vase with décor

b. Lantern

c. Candelabra with candles

d. Large vase with spiral willow orchid display

All on a mirror plate

£4.75 per head

I have a rough budget for the Ball on the google drive where I have included the

more expensive option for 200 seats, however this would be lower in price if we don't fill all 200 seats. I need to decide what option we are going to go with, I believe that the more expensive option is a good option as the chair covers add quite a bit to the experience, but there is an argument that we will be spending less time in that room as the ents will be in other rooms so maybe its worth spending less on the dining decorations. ***TP is tempted to go for the more expensive package, as it's similar to what we've had in previous years, and the room looks quite bare without decorations. TP thinks the difference in price is okay: if we had 150 people we'd spend £712 on the more expensive option, although this is optimistic with ticket figures. We have a budget for either option. Would cost £450 for the cheapest option, £650 for cheapest plus light curtain. EJ would prefer voting with more people, i.e. delay voting on this until next week, or upload a poll to the GCR group so people can share their opinions before the vote is passed. It's a big expenditure, so EJ wants ideas to be collated beforehand TP notes that we need to start spending soon and confirm an option. MR agrees that he'd feel more comfortable with more people voting on this. MR suggests consulting Benedetta and Su. TP is happy to postpone for another week, but reminds us that we need to be decisive. MR notes that last year the decoration felt a bit busy, but on the other hand this might be better than a bare hall. Decision made to delay the vote until next week.***

- Budgeting for the Ball - I have put a document on the Google Drive which is the current predictions of the cost for the summer ball. Some items are just placeholders and the budget for room hire is likely to not be near the £1000 I have put. The biggest issue is ticket sales for the event(covered in my report), however the other costs are largely independent of the number of people attending the event. If everyone can have a look at the budget here: <https://docs.google.com/.../1QetlTYj2UDho9M3hAOsi.../edit...> and we can discuss elements of the budget with the hope to approve expenditure on Ents and Decorations (see above). ***TP notes that the decoration options are based on 200 people so prices might not be reflective. Still unsure about DJ and room hire prices. EJ notes that Paul Skerrit and Ents should be included in this budget, as they are technically part of the Summer Ball. TP replies that this isn't about working out surplus, just a rough budget of other things, given that Ents-only tickets cover that money, but can add Ents into this spreadsheet if necessary. JO says that coaches currently organised should be fine (3x70 seaters on the way back) which costs £1150. Can drop one of these if necessary! TP estimates DJ and room hire will probably be around £1000.***

[AS] - BBQ sounds and stage – I have been in communication with Jack from the audio hire company that we used last year. He has given an estimate of £1,200 for the same audio set up as last year.

He also made an interesting point about staging - he said that hiring the full stage with cover from hi-lights (who has been used before for stage hire) would cost upwards of £1,000, which I believe is consistent with previous years (Joel is looking into the old figures for that to check). However, he said Van Mildert have exactly the same stage bottom, just no cover, which he would be able to use. He would need a couple of students from Van Mildert to help set it up, but he would organise that as they are part of his company. It would be an estimated £200 for the labour, so a

total of £1,400 for sound and staging rather than £1,200 + over £1,000. I have sent this estimate to Joel if anyone wants a look.

Couple of notes on not having a cover and weather - he said if it's sunny or at least dry this will be absolutely fine. He said if there is the odd shower they bring tarps so they would cover all the equipment until the rain finishes then start things up again. If it's going to pour all day it seems unlikely people would want to stand outside anyway, and he has said he is happy to do the set-up inside that big hall. They seem to be willing to work with us and take care of their own equipment.

Given we're back to our old level of budget for the BBQ perhaps this is worth considering? The money could then be spent on another band, or another side show or something. (This may be one big advantage of having the BBQ at Van Mildert!)

We don't secure a booking with them until we confirm what we want, and they're very busy people so it would be good to decide in the next little while. (I have not got a quote from hi-lights for a stage this year, they've passed me on twice so I'm waiting for this person to draw up a quote...).

So what do you think about this option? If you have any questions for me let me know/any for Jack let me know and I can give him a call! ***EJ notes that this would be a lot cheaper than last year, and MR notes that it's useful to have someone who knows the location. Things can be set up inside if the weather is due to be bad. Generally positive response. Tech will be set up the night before so that we can move it around the next day, and TP notes that saving money on this is useful given cuts to the budget, and that the money freed up by this could go towards other things (as listed above). Decision made to pursue this as the ideal option. TP will ask AS to look further into this. TP will speak to Paul about getting Paul Skerrit band given the money freed up by this staging option.***

[AS] - Twist.Helix budget for BBQ. Twist.helix are the band I've posted about a couple of times. One of the members will not be available but they're happy to play a duo, with voice, keys and drums. They've said they'll do 45 mins for £150 plus food and some drinks (compared to Deep.Sleep last year who did half an hour for £100 + food and some drinks). Everyone ok with that?

If so, I'd like to put the budget of £150 for the band to a vote. Jay is in the middle of writing up a contract, which I will forward to Joel and Tom when he sends me it. ***TP thinks this is a good amount, and comparable to last year. Motion to pass a budget of up to £150 for this purpose – passed unanimously.***

[AS] – Emergency GM. It has been pointed out by several people that quorum was not met during the vote for the new budget at the GM on Sunday; both people at the meeting, including committee members, and a couple of the trustees voiced their concerns after seeing the livestream. Quorum not having been met means that the budget has not passed constitutionally. Given the big events that are covered in the budget are fast approaching, the committee will be organising an emergency GM for next week. My proposed date is a week on Sunday (the 12th I believe). Does this date suit? If it does not, please pick a night next week that gives me at least a week

to send an email out to everyone (so from a week tomorrow onwards, preferably a day or two later so I can sort myself some internet out to advertise it). **EJ recommends having another GM to ensure absolute clarity on this issue. TP believes that we did have quorum, and MR notes that the livestream didn't capture everyone in the room. If another GM is decided upon, then the 12<sup>th</sup> should be fine. Because issues have been raised, it seems like a good option. JO notes that the budget is unlikely to be voted down. TP notes that we can currently continue spending without going over budget. TP suggests holding the GM before the pub quiz, and MR encourages holding it after students' deadlines have passed. General agreement that there are advantages to holding the vote again, as it is important to be completely open, but, although it was close, some members still believe we have quorum. Given that there are split opinions on the Committee, however, it would be wise to run the GM again. This could be an opportunity to also present the Ball budget for students to comment on, before the event is fully planned. The BBQ budget can be discussed at a later date, but aspects of it can be presented if absolutely necessary.**

[EJ] – Motion to pass a budget of up to £126 for the Easter party for Brian. **Budget passed unanimously.**

## 5. Officer Reports:

### i. Bar Steward [AMH]

Nothing to report. **Birra Moretti is still our Beer of the Month, and we have some new staff who are currently being trained up. TP requests that JO speak to Trudie regarding holding the drinks reception in the bar.**

### ii. Clubs & Societies [VB]

Nothing new happened, but I think I've discussed everything that needs discussing for the awards formal with college and that should go ahead fine. Will send out a reminder email (with times and location) to all formal attendees this week. **EJ will ask VB later about the DSO meeting.**

### iii. Communications [KL]

Nothing to report. **TP has been communicating with various people about Ball tickets.**

### iv. DSU [TP]

I have upcoming meetings with the university regarding the operations restructuring, and will feed this back next week hopefully.

### v. Facilities [JO]

- 3 x 70 seat coaches booked for the ball. ***Should arrive at Beamish around 6pm, and another one for Ents to arrive around 10pm.***
- Piano stool ordered and ready to be taken to Music Room.
- Fat Hippo booked for BBQ, trying to find crepe van, sadly Chuchos, green guerrilla, and a 50s style ice cream van are booked so I will find a desert alternative. ***EJ has sent JO an alternative for Chuchos – he'll take a look at this.***
- Item for discussion: how many good vans do we need?
- Stash order set up with Sam, deadline May 14th, waiting for poster to advertise.
- The lamps and other lighting decorations have been sent to college for ordering (hopefully you'll be pleasantly surprised).
- Still need to create the student survey for what people think about the bar area.

#### vi. Finance [EJ]

- Finally called BT about Keenan and said no, because the BT card is connected to our dish, and another venue will require another box etc. We currently have one connected to 4 TVs, and if we want another one we need to get it from Newcastle. ***TP notes that this can be passed on to next year's exec. Worth letting them know in advance.***
- Finally paid BidFood.
- Went to DSO Treasurer's meeting, managed to get useful information, e.g. how the composition fee is estimated.
- We will be charged for having online payments of the GCR levy. ***TP notes that if there's a cost associated w online then we need to work out how much this will be. EJ says that this is still being worked out – they have a rough plan of a payment system for next year. EJ will let TP know if/when he gets any more information.***

#### vii. International Student Officer [MR]

- Cragside Day Trip planned for 18 May. £450 cost for 57 seat coach, have requested the National Trust card for that day to allow free entry for students. Would like to stick with the same prices as the Bamburgh Trip, since we brought in £444, and I expect we'll get much the same mix of people for this trip.  
£4 for a child  
£8 for GCR Members  
£12 for Non-Members

***Lana has run a poll at Keenan and already has 20 people signed up, expecting at least 30, so cost should be covered.***

- Related to the Hate Crime reporting tool that Tom forwarded to me, I'll be attending a Hate Crime Workshop at the Palatine Centre, which will describe the implementation of the reporting tool as well as associated campaigns and training. Was invited by College, afterwards will try and promote within GCR social media.

#### viii. Livers Out [TP/EJ]

Still haven't found anyone for this role yet. ***EJ will try and run something soon. Previous applicant spoke to TP at the GM, and TP recommended that she run at the AGM, but he is more than happy for her to help with ideas/organising events, as it's important to get input from Livers' Out.***

ix. **Social Secretary [TP/LN]**

We have two upcoming events for the next month:

- Eurovision, the Eurovision final is scheduled to happen on Sunday the 18th of April, this should be just a case of advertising and screening the event. Will need to make sure that tech is working fine beforehand. ***Normally a very popular event. TP will create a Facebook event to raise awareness.***

- Pride Party, second to last late opening of the year we will use to have a pride party the Friday before Durham Pride (24th). I have given the Welfare teams some free rein on the planning of this, however they should work with the social committee in organising the events. There are also plans to run some LGBT+ themed events throughout the week leading up to the weekend. It would be ideal to have ideas/budgets for these events next week so that there is plenty of time to organise these events. ***See Welfare report for more details. TP encourages involving the Social Committee as much as possible – will also make the events easier to run! Will have 5 staff on the bar.***

- Ustinov Live on the 31st of May, we need to contact the relevant committee members and confirm this, as the plan is to couple this with a Churros food van to get attendance. But I need confirmation that this can happen before I give final confirmation with the food people. ***JO notes that he is happy to help out with this, and to make sure that all the organisation is done. Will get someone to help with the sound desk.***

x. **Steering [AS]**

There will be a Trustees meeting on Tuesday 14th May at 19:00. Have a think over the next week if we can have a short exec meeting 18:00-19:00 or if you want me to change the day of exec - let me know. ***[AP] – we need to move the date of the Exec meeting in a fortnight's time.***

I have requested a new Welfare email account and Livers Out email account be created through the CIS system. They should hopefully be up and running in the next week I guess!

Emailed Emma about the cross trainer machines - the left hand one was making funny noises and the right hand one the electronics had gotten stuck. The person came out - seems all is good with the right hand one, the left hand one however has a creak so they've ordered a new belt for it. Mark was supposed to return at the end of last week to fit the belt, maybe someone can ask Emma if it was done ok if they're around college? ***TP will ask about this tomorrow.***

The GM happened, there were a couple of candidates. Just a reminder to advertise the elections! Unfortunately our edited annual budget for this year has

not yet officially passed, see the agenda item for more. ***Elections have been advertised. TP asks when Committee boards will be done (names and photos).***

#### **xi. University/College [TP]**

##### Ball

- Ball draft budget is online once we have agreed on the spending I can start ordering ents and decorations and such.
- Ball tickets are not appearing to sell as well as we had been expecting. Even when combining ents tickets current total attendance is ~160 which is short of the 180 dining tickets we are aiming for. Is there an obvious reason for this? Also the cost of dining is done per head so there should not be a financial issue with filling fewer seats, but it will impact on the atmosphere. ***EJ notes that people are complaining about the price, which might explain the slow sale of tickets. Both GCR and non-GCR prices have been criticised. EJ has heard suggestions that as a last resort we could open the Summer Ball to being an Inter-MCR event. Ideally we could do with around another 30 people. TP will also try and get college to sell some more tickets to staff. If anyone can think of any ideas to sell more tickets then TP welcomes them.***
- Pushing for advertising for the event over the next few days and hopefully with a long time to sell tickets, till the 12th, we can increase the numbers we sell.

##### BBQ

- Draft BBQ budget is up on the google drive, currently still waiting for some confirmation about staging. An option we have been presented with is the option to use an uncovered stage provided by the tech people which will cut spending on a separate stage and will save ~£1500.
- I am waiting to have a better idea of budgeting for acts as Paul Skerritt has offered the chance to build a band to suit our budgeting needs.
- Will look into ents ordering over the next few weeks once we have a better idea of the budget.
- JO has booked food vans for the evening so hopefully food will not be an issue for us.

#### **xii. Welfare [EJ]**

Met with the Welfare team, and have a rough draft of Pride week plans, including a film night, LGBT+ flag discussion, and more! Can be opened to the public and through the GCP. Want to take over the pub quiz on Thursday, and have the party on Friday. This could start around 9pm with a student band for the first hour, followed by a lipsync competition, and the rest can be just playing music. We'll need the speakers for this! Also facepainting, glitter, and possibly glowsticks. Still waiting to hear who the new Welfare Representative will be! ***EJ will speak to Ian about the speakers. Could also run karaoke in place of lipsync. Getting a drag performer will be tricky, but Rowena is getting in touch with the LGBT+ association to try and get student drag performers. TP encourages getting a budget together soon. EJ will provide an overall budget for the Exec to look through soon. TP encourages creating a group chat separate to the***

***Committee to organise it. TP also notes that bringing non-Ustinovians will require organising in order to get around licensing issues. EJ will also try and get a poster together and print it. Posters cost around £20, and TP encourages making one – has already drafted a potential design. EJ needs to provide a budget for next week!***

## **6. AOB**

**[VB]** There are some issues with the amplifiers in the music room and we weren't sure if that was the amplifiers' fault or the cables'. Could we have someone (e.g. our tech officer) check the amplifiers and cables so that we can clearly identify what works and what is broken and needs fixing/throwing away to prevent further frustration for music room users? **[AP] – JO will look into this.**

Sam Littlewood

GCR Secretary

30/4/2019